



**“Now you have control of
your own actions being processed!”**

With Employee Express you can:

- Federal & State taxes change
- Federal Employee Health Benefits (FEHB) change*
- Home Address change
- Direct Deposit change
- FEHB Pre-Tax options*
- PIN number change
- Financial Allotments - add or delete accounts
- Thrift Saving Plan - change or enroll*

* Changes can be made during “Open Season”



Using the Internet

It's Easy! Just follow these simple instructions:

- Go to www.employeeexpress.gov
- Click the **YES** button to continue
- Select Agency: **Department of Health & Human Services**
- Enter your Social Security Number then your PIN** and Click on **Request Access**

If you do not have a PIN scroll down page and click on **Request a New PIN. Follow instructions

- Make the changes you want!



Using a Phone

It's Easy! Just follow these simple instructions:

- Dial 1-800-409-6526
- Listen to main menu
 - “0” Main Menu
 - “9” Backup to last menu
 - “*” Exit
- Enter your Social Security Number then your PIN
 - “1” Direct Deposit/Voluntary Allotment
 - “2” Taxes
 - “3” Address
 - “4” Health Benefits
 - “5” TSP
 - “6” PIN Change
- Make the changes you want!

Need a PIN? contact Employee Express Customer Service (478) 757-3030

Note: make sure the address on your OS-340 (pay-stub) is correct this is where Employee Express will send your new requested PIN

Any Questions? Please call the HR Payroll/Benefit Team at (505) 248-4510